

Introduction

Certification Process for Qualified Brain Injury Professionals (QBIP) to become Certified ABI Support Coordinators

Purpose of this Training Manual

The curriculum in this manual was developed to ensure that all Support Coordinators statewide receive the same training in the field of Acquired Brain Injury within the first year of their employment. In addition to this training manual, Support Coordinators are encouraged take full advantage of training opportunities provided by the Division of Services for People with Disabilities (DSPD), as well as those offered in the community.

This manual is a working document and will be updated annually. As revisions are made, you will be notified and required to implement those changes in your manual. This will ensure that you always have access to the most current information.

Certification Training for Qualified Brain Injury Professionals (QBIP) to become certified ABI Support Coordinators

Support Coordinators working with individuals with Acquired Brain Injury should meet the following requirements within the first 12 months of employment with DSPD.

- 1) Complete a study of the ABI Support Coordinator Certification Manual.

Within the first 30 days of employment with DSPD, each new Support Coordinator shall complete initial training under Supervisor direction and complete study of Modules I and II in the ABI Training Manual.

By the end of 60 days, each new Support Coordinator shall complete DSPD's New Employee Orientation training. If the Support Coordinator is also new to the Department, the employee is required to attend the Department's New Employee Orientation. Furthermore, the employee shall complete study of Module III in the ABI Training Manual.

By the end of 90 days, each new Support Coordinator shall complete study of Module IV. Module IV will be completed only under Supervisor direction (Certified ABI Support Coordinator) until the Support Coordinator demonstrates the skills necessary to complete the Intake Screening and Assessment Form 4-1.

Only after completing the study of the:

- ABI Support Coordinator Certification Manual, and
- successfully passing the ABI Support Coordinator Certification Examination

will the Support Coordinator be allowed to perform the Intake Screening and Assessment Form 4-1 without supervision.

Within the first year of employment, the Support Coordinator shall have Modules V thru XI completed and must have passed the ABI Support Coordinator Examination. (Note: If a Support Coordinator fails to pass the ABI Support Coordinator Certification Examination after three attempts, he/she must go through the complete certification process again or be limited to work with the DD/MR population only).

- 2) Attend each of the required ABI Support Coordinator Certification Training Sessions and complete the learning competency assignments as they are handed out at the training sessions. The completed assignments should be returned to the Training Specialist.

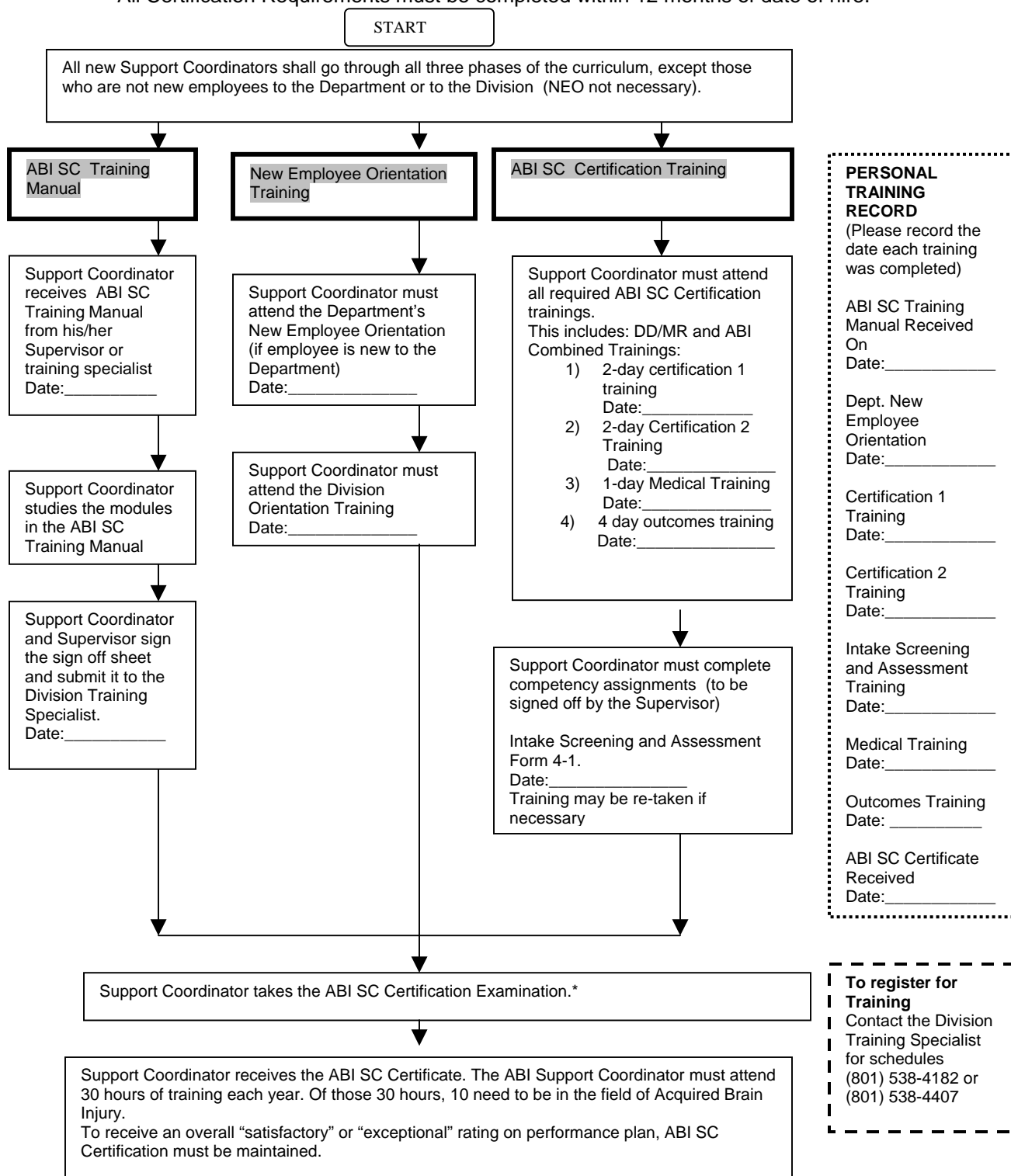
Support Coordinators must maintain ABI Support Coordinator certification by attending 30 hours training each year. Attending advanced ABI Support Coordinator trainings, Division Conferences, Brain Injury Conferences, and other related professional conferences may meet this training requirement.

The 30 hours break out as follows: 10 hours of ABI training
20 hours of related training in the field of
DD/MR, social work, psychology, etc.

Support Coordinators, Supervisors, and specialists are responsible for ensuring that these training requirements are met in a timely fashion. To have any required training or assignment waived, Supervisors must submit a statement in writing to the training specialist. The statement will be kept in the Support Coordinator's permanent training record. Support Coordinators will not receive an overall satisfactory or exceptional rating on their Performance Plan unless ABI Support Coordinator Certification is maintained.

Certification Process To Become a Certified ABI Support Coordinator

All Certification Requirements must be completed within 12 months of date of hire.



* If a Support Coordinator fails to pass the ABI SC Certification Examination after three attempts, he/she must go through the complete certification process again or be limited to work with the DD/MR population only.